Technical Specifications
for Pharmacists and Pharmacy Software Providers

Revised June 2016

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Montana Prescription Drug Registry (MPDR) Overview

The 2011 Montana Legislature passed HB83, an act creating the Montana Prescription Drug Registry (MPDR) and authorizing its development, implementation and operation.   Responsibility to establish and maintain the MPDR was given to the Montana Board of Pharmacy.   The board has established an electronic system to monitor Schedule II, III, IV and V Controlled Substances that are dispensed within the state or dispensed by a licensed pharmacy outside the state to an address within the State of Montana.

- The primary goal of the program is to give health care providers an efficient and cost-effective tool that improves their patients' safety through informed prescribing of controlled substances.

- The MPDR can also enhance the State's ability to identify and inhibit the diversion of controlled substances in a manner that does not impede the appropriate utilization of these drugs for legitimate medical purposes.

- The MPDR began collecting prescription data from pharmacies in March, 2012.   The program receives data from the dispensers, monitors for completeness and accuracy, and then adds data from a successful transaction to the MPDR Database.   The MPDR contains a full 3 years of controlled substance prescription history.

- The MPDR's online patient history search portal for prescribers and pharmacists was launched in November, 2012.   The following individuals may register and receive online access to the MPDR Database:
    - Prescribers and Pharmacists may access a patient's history while caring for their patient or a patient referred to them for care.
    - Designated representatives from the Montana Medicare or Medicaid Programs, Tribal Health, Indian Health Service and Veterans Affairs may access the MPDR for information regarding program recipients.
    - Board of Pharmacy and MPDR staff may access the MPDR in response to a subpoena or a licensing board investigator's request, and to ensure the proper functionality of the system.

- The following individuals may access selected portions of the MPDR's data under specific circumstances:
    - Law enforcement officials and Coroners may submit a subpoena to the MPDR when a judge finds that the State's interest in investigating a crime outweighs the patient's right to privacy.
    - Licensing boards may request information from the MPDR during the course of a board-initiated investigation into a health care worker's alleged misuse or diversion of prescription drugs.
    - MPDR staff may also release aggregated, de-identified data for the purposes of statistical analysis and research (e.g., analyzing prescribing and dispensing trends, providing educational information to health care providers and the public, etc.).

The Montana Board of Pharmacy has partnered with Montana Interactive (MI) to develop and maintain the MPDR.   Montana Interactive is available to answer any questions or provide assistance regarding the technical details associated with the MPDR and our reporting requirements.   Contact MI at:

> PDRAssistance@egovmt.com
> (406) 449-3468, option 0

Requirements for Data Submission

> **THE PHARMACIST-IN-CHARGE (PIC) IS RESPONSIBLE FOR ENSURING THAT MPDR REPORTING REQUIREMENTS ARE MET.**
>
> **Refer to the MPDR Reporting Guide For Pharmacies at www.MPDRInfo.mt.gov for detailed instructions on using the MPDR's online portal to monitor data submissions.**

The MPDR's reporting requirements are as follows:

- 37-7-1503 Mont. Code Ann. and Admin. Rules of Mont. 24.174.1704 specify the MPDR's reporting requirements.

- Every Montana–licensed pharmacy (except a Wholesale Drug Distributor) is required by law to meet the MPDR's reporting requirements.

- Pharmacies are required to submit data electronically using the American Society for Automation in Pharmacy (ASAP) Version 4.1 format.

- Pharmacies must report all Schedule II, III, IV and V controlled substance prescriptions to the MPDR within 8 days of the date the prescriptions were filled.
    - o Note that pharmacies holding an Institutional Pharmacy license are only required to report prescriptions that leave their premises.

- If a pharmacy receives an error message or a warning message when submitting data to the MPDR, the submitter is required to correct that data in the pharmacy's system and then resubmit it to the MPDR within 8 days of the original date of submission.

- If a licensed pharmacy did not dispense any controlled substances during a calendar month, the pharmacy is required to submit a zero report to the MPDR no later than the 5th calendar day of the following month.
    - o Note that pharmacies holding an Institutional Pharmacy license are not required to submit zero reports to the MPDR.

- Pharmacies that never dispense controlled substances to Montana residents must register with the MPDR and then submit an MPDR Zero Reporting Attestation Form to the MPDR requesting to be excused from the MPDR's zero reporting requirements. This attestation form is available online at www.MPDRInfo.mt.gov. **The pharmacy is not excused from monthly zero reporting until receipt of an email confirmation from the MPDR.**

    IMPORTANT NOTE: if an excused pharmacy subsequently dispenses a controlled substance to a Montana resident, that pharmacy is required to report the prescription with 8 days of the date the prescription was dispensed. The pharmacy is also required to meet the MPDR's monthly zero reporting requirement from that date forward.

    A previously-excused pharmacy will not be allowed to submit a second request to be excused again from the MPDR's zero reporting requirements.

Many pharmacies rely on a software vendor or corporate office to submit their MPDR reports.   However, these third parties sometimes experience reporting issues, or they may not correct and resubmit prescriptions that were rejected or had warning messages.   When this happens, data is missing from the MPDR, and that the PIC and the pharmacy license holder may be held accountable for being out of compliance with the MPDR's reporting requirements.

Reporting to the MPDR

- Individual pharmacies and pharmacy corporations are advised to <u>contact their software providers</u> to obtain instructions on triggering the pharmacy's computer system to be in compliance with the MPDR's reporting requirements.

- <u>All data must be submitted to the MPDR electronically</u>.   The MPDR accepts the following methods of electronic reporting:
    - o Secure File Transfer Protocol (sFTP);
    - o Upload a file via a secure web-based interface;
    - o Manually data enter prescription information via a secure web-based interface.

- Prior to reporting information to the MPDR, submitters (individual pharmacies and pharmacy corporations and/or their software providers) <u>must complete an online registration form</u>.   This form collects basic information about pharmacies and/or their software provider.   The following information must be provided **for each pharmacy reporting to the MPDR:**
    - o Pharmacy Name exactly as it appears on the Montana license
    - o Pharmacy Address
    - o Montana License Number (include all of the letters, dashes and numbers)
    - o DEA Number (enter 'MT9999999' if the pharmacy does not have a DEA Number)
    - o Pharmacy Contact and their contact information
    - o Name of Software Provider
    - o Software Provider Contact and their contact information
    - o Software Provider Technical Contact and their contact information (if different than above)
    - o Intended method of reporting (sFTP, manual file upload, or manual data entry)

    The registration form can be completed online at www.PDRRegistration.mt.gov.   Once the registration process has been completed, the user will be issued a Unique ID that will be required for access to the MPDR.   Contact Montana Interactive at PDRAssistance@egovmt.com or (406) 449-3468 with questions regarding the registration process.

- An <u>ePass Montana account is required</u> to access the MPDR's online data submission portal.   If the submitter already has an ePass Montana account, that existing account may be used or the submitter can create a new account.   Learn more about ePass Montana in Appendix B of this document or at https://app.mt.gov/epass.

- Software providers must contact Montana Interactive directly at PDRAssistance@egovmt.com or (406) 449-3468 should they wish to report information via sFTP or should they need assistance with acceptance testing or to answer questions regarding submission.

Schedule for Reporting

For every Schedule II, III, IV and V prescription dispensed, pharmacies are required to collect and report all of the prescription information as mandated by the Montana Board of Pharmacy and as detailed in this document.   The first reports are due no later than 30 days following the issuance of a new Montana license and must contain data **as of the date of licensure through the current date.**

Following the initial submission, **data must be submitted at least weekly and is due no later than 8 days after the prescription was dispensed.**   Data can be submitted more frequently if desired; however, the dates of reports must be consecutive.

The following is an example of a pharmacy's schedule for reporting information to the MPDR.

Example of Reporting on a Once a Week Cycle							
	Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
First dispensing week	1	2	3	4	5	6	7
Second dispensing week	8 Submission due for first week. Rx's filled between day 1 and day 7.	9	10	11	12	13	14
Third dispensing week	15 Submission due for second week. Rx's filled between day 8 and day 14.	16	17	18	19	20	21
Fourth dispensing week	22 Submission due for third week. Rx's filled between day 15 and day 21	23	24	25	25	27	28

Data Entry Clarifications

This section is designed to address those fields that may require extra guidance for proper data entry.

Please note:

- The names used for data fields in this section may differ from the labels assigned by software providers who program pharmacy systems.

- The comprehensive list of specific data elements that pharmacies are required to collect and submit to the Registry is listed later in the Technical Specifications section of this document.

- Pharmacies and pharmacy corporations are advised to consult their software providers regarding the alphanumeric code values, dropdown list choices, and terminology to use for data entry screens.

DSP06 — Fill Number

An original prescription is a prescription that, upon dispensing, is issued/assigned a new prescription number by the dispensing pharmacy.   Prescriptions that constitute continuation of drug therapy and that are issued/assigned a new prescription number are original prescriptions.   The code for an original prescription is "0," zero.

Refills of prescriptions are those prescriptions dispensed in accordance with the refill indication on a prescription having a previously issued/assigned prescription number.   The codes indicating the refill number correspond to that dispensing, e.g. '01' for first refill, '02' for second refill, etc.   PRN is not an acceptable code to indicate a refill.

Properly Reporting Metric Quantities

Accurate reporting of metric quantities is essential for providers who review patient records and the MPDR staff who perform data analyses.

Consistent and accurate units of measure must be used to report the metric quantity for the specific dosage form for each prescription.   Every pharmacy needs to use the appropriate and the same unit of measure for each drug product and its dosage form.   Solid oral dosage forms tend to be properly reported since the unit of measure is "each" and reported as the number of solid units dispensed.   However, some pharmacies have submitted metric quantities that are outside of the expected ranges (e.g., 10,000 ml).   Most of these metric quantities were calculated using improper units of measure, especially for non-solid dosage forms.

General Guidelines for reporting metric quantities in the "Quantity Dispensed" field

To aid in accurate and consistent reporting of metric quantities, the following has been developed using information from the commercial databases most frequently used in pharmacy data entry:

- Use "each" when referring to the following dosage forms: capsule, diaphragm, disc, patch, plaster, suppository, suture, tablet, troche, and wafer.

- Use "mL" when referring to the following dosage forms: aerosol liquids (note: some formulations are

powders, use "gm"), elixirs, emulsions, extracts, mouthwash, oils, shampoos, liquid soaps, solutions, sprays, suspensions, syrups, tinctures.

Example: A pharmacist dispensed 1 package of 10 morphine sulfate syringes, each syringe containing 2 mL of 10 mg/mL morphine. The total volume dispensed is 20 mL and the metric quantity reported will be "20".

- Use "gm" when referring to the following dosage forms: aerosol powders (note: some formulations are liquids, use "mL"), creams, crystals, gels, jellies, granules, ointments, powders.

Reporting Compounded Prescriptions

- Enter code "06" in DSP07.

- In the DSP08 field where the National Drug Code [NDC] number is normally entered for the prescription, the pharmacy will either enter

    (a) the number "9" eleven times i.e. "99999999999" or

    (b) an in‑house assigned eleven character compound code, provided the first five characters are *nines (9)*.

- One CDI record must be submitted to the MPDR for each component drug in the compound.   Each CDI record will contain the specific NDC number, the metric quantity and the unit of measure (gm, mL, or each) of the reportable ingredient.   Pharmacies and pharmacy corporations are advised to consult with their software providers for guidance on how to enter this data into the pharmacy's computer system.

Technical Specifications

Methods of Submission

There are three options to submit data electronically to the MPDR: (1) secure File Transfer Protocol (sFTP); (2) upload a file via a secure web-based interface; or (3) manually data enter prescription information via a secure web-based interface.   Software providers must contact Montana Interactive directly at PDRAssistance@egovmt.com or (406) 449-3468 if they intend to report information via sFTP.

1. Secure File Transfer Protocol (sFTP)

sFTP is the preferred submission method.   For instructions, user names and access information regarding a sFTP submission, contact Montana Interactive (MI) at PDRAssistance@egovmt.com or (406) 449‑3468.

- SSH public keys will be used for accessing sFTP.

- The submitter will provide a public key using 4096-bit encryption.

- The submitter will supply IP addresses for computers accessing sFTP.

Data files are required to be submitted in the ASAP Version 4.1 format.   The file name should be the pharmacy DEA number followed by a date and military time stamp and followed by .TXT in one of the following patterns:

- "AA9999999_yyyymmdd_hhmm.TXT"   or "AA9999999_yyyymmdd_hhmmss.TXT"

For example, a file sent on August 19, 2011 at 1:01pm would appear similar to

- "AP1234567_20110819_1301.TXT" or "AP1234567_20110819_130103.TXT"

The time and date stamp is included to avert unintended overwrite of files when submitting more than one file for a particular pharmacy.

Alternative naming conventions are permitted including globally unique identifiers (GUID's) provided MI agrees to the naming.

2. Web-based Upload

Refer to the "MPDR Reporting Guide For Pharmacies" at www.MPDRInfo.mt.gov for detailed instructions.

The submitter is required to have an ePass Montana account to access the MPDR (see Appendix B of this document for instructions).   Submitters may use an existing ePass Montana account or create a new account.   Upon initial login to the MPDR, the submitter must also enter the Unique ID provided by Montana Interactive.

> The Unique ID is issued after successful completion of the registration process and is used to link the submitter's ePass Montana account to the pharmacy or pharmacies for which prescription information is being reported.   For more information about the Unique ID see the "Requirements for Data Submission" section above, Appendix B of this document, or contact Montana Interactive at PDRAssistance@egovmt.com or (406) 449-3468.

Prescription information is uploaded into the MPDR in a file formatted to the ASAP Version 4.1 standards.   The submitter clicks on the "Upload Prescription Information" option and selects the option to "Upload a New File".   The submitter completes the required information and uploads the report.

After the report has been uploaded and stored for automated file processing, the submitter will see a confirmation page indicating their report was received and that it will be processed within 24 hours.   A status report will be sent via email to the email address provided during pharmacy registration once the file has been processed.

3. Manual Data Entry

*NOTE: This method should **only** be used by dispensers who do **not** have an automated record keeping system that can produce data files in the ASAP Version 4.1 format.*

Refer to the "MPDR Reporting Guide For Pharmacies" at www.MPDRInfo.mt.gov for detailed instructions.

This method allows dispensers who do not have an automated record keeping system to data enter prescription information into the MPDR manually. The submitter logs into the MPDR using an ePass Montana account and the Unique ID assigned by Montana Interactive. The submitter selects the option to "Manually Enter Prescription Information". The submitter then data enters all relevant information associated with each reportable prescription.

Reporting Zero Activity

When a pharmacy does not dispense any Schedule II, III, IV or V drug products to Montana residents during a given calendar month, the pharmacy is required to submit a zero report to the MPDR. The submitter is able to indicate a Zero Report by logging into the MPDR; selecting the dates which are being reported; selecting "Zero Report" from the report type dropdown; and clicking "File".

Alternatively, the submitter can file a Zero Report through sFTP or through the web-based Upload interface. Zero reports will follow the ASAP Version 4.1 format for zero reports and will contain all required data segments including:

1. Transaction Header TH – Data elements must be filled in according to Zero Report standards

2. Information Source IS – IS01 and IS02 required

3. Pharmacy Header PHA – PHA03 is required

4. Patient Header PAT
   - PAT07 = Report
   - PAT08 = Zero

5. Dispensing Record DSP – DSP05 is required and should be the date of the report

6. Prescriber PRE – Data elements can be blank

7. Compound Drug Ingredient Detail CDI – Data elements can be blank

8. Additional Information Reporting – AIR – Data elements can be blank

9. Pharmacy Trailer TP – TP01 = 7

10. Transaction Trailer TT
    - TT01 must match TH02
    - TT02 = total segment count of 10

Pharmacies that never dispense controlled substances to Montana residents can submit a notarized attestation form to the MPDR that excuses them from the MPDR's zero reporting requirements. Refer to Requirements for Data Submission above for more information.

Tracking Submissions

The MPDR will send an email confirmation for each submission once the file has been processed by the MPDR service (typically within a few hours of receipt). Each confirmation email will include a summary report for the referenced upload.

- If reports are uploaded using sFTP, error reports will be placed in the user's sFTP download directory as well as sent via email.

- Submitters who manually upload files or who data enter prescriptions manually will only receive a summary report via email.

- Emails will be sent to the email address specified during the pharmacy registration process and will indicate the total number of successes, rejections, errors, warnings and/or duplicates along with other relevant details.

Summary Report

The summary report sent via email will include the following:

- Transaction Header data elements

- Records Received

- Records Accepted

- Total Errors

- Total Warnings

- Total Duplicates

- An ASAP Version 4.1 Error Report attachment will be sent if warnings, duplicates and errors exist. The attachment identifies each prescription that had issues and describes the error or warning that applies to the prescription.

Types of issues that will be identified in the summary report include:

- Rejections – the file as a whole or the majority of the data in the file cannot be loaded into the MPDR Database because it does not meet the requirements or layout specified in this document. The file format must be corrected and the entire file must be resubmitted to the MPDR within 8 days of the original date of submission.

- Errors – individual prescription data cannot be loaded into the MPDR Database due to missing, incorrect or invalid data. The submitter must correct the data and resubmit it to the MPDR within 8 days of the original date of submission.

- Warnings – incorrect data in a non-vital field.   These records were loaded into the MPDR Database; however, the reason for the warning message requires correction.   The submitter must correct the data in the pharmacy system and must submit a correction to the MPDR within 8 days of the original date of submission.

- Duplicates – the prescription record is a duplicate of a prescription that already exists in the MPDR Database, and the 'Duplicate' will not be stored within the MPDR Database.   The submitter does not need to take any further action on these prescriptions.

Rejection

Data will be rejected if it does not meet the requirements specified in this document for the layouts and requirements of Montana's approved ASAP 4.1 standards.   Montana Interactive will notify the submitter of the reason the data was not accepted using the *Implementation Guide ASAP Standard for Prescription Monitoring Programs Error Reports* to do so.   The error report standard provides for flagging individual prescriptions as either Rejections or as Warnings.

The entire file may be rejected if the file format is incorrect or if the majority of the records within the file are rejected.   Individual records may be rejected as well.   All rejected data must be corrected and resubmitted to the MPDR within 8 days of the original date of submission.

Error

An error indicates missing, incorrect or invalid data within a prescription that prevented the record from being loaded into the MPDR Database.   A prescription containing an error must be corrected and resubmitted to the MPDR within 8 days of the original date of submission.   The error correction can be included in the pharmacy's regular daily or weekly report (Field TH03 = 01), and should be identified as a new record (Field DSP01 = 00) since the prescription has not yet been stored in the MPDR Database.

Warning

A warning indicates that incorrect data was submitted in a non-vital field.   A prescription that contains a warning is still loaded into the MPDR Database; however, the reason for the warning requires correction.   The submitter must submit corrected information to the MPDR within 8 days of the original date of submission. Refer to Correcting Information within the MPDR below for instructions.

Duplicate

A duplicate indicates that a record is a duplicate submission to the MPDR.   A duplicate record does not result in a rejection and is not stored within the MPDR Database.   Submitters do not need to take any further action related to duplicate prescriptions.

Correcting Information within the MPDR

Once a prescription has been accepted into the MPDR Database, whether or not the submission included a warning message, the following steps must be taken to correct or revise the data.   Note that these transactions can be included in the pharmacy's regular weekly or daily report (Field TH03 = 01).

1. Use Field DSP01 = 01 (Revise) to correct prescriptions with warning messages or to correct data entry errors such as incorrect identification of the prescriber or patient.   The MPDR service will replace the information in its database with all of the information contained in the "Revise" transaction.

2. Use Field DSP01 = 02 (Void) to remove a prescription from the MPDR Database.   This "Void" transaction should be used when a patient did not pick up their prescription or if, for some other reason, the pharmacy did not dispense a controlled substance that was previously reported to the MPDR.

Assistance and Support

Individual pharmacies and corporate offices are advised to contact their software vendors to obtain instructions on triggering the pharmacy's computer system to be in compliance with the MPDR's electronic submission requirements.

Montana Interactive (MI) is available at PDRAssistance@egovmt.com or (406) 449-3468 to provide assistance and information to individual pharmacies, chain pharmacies, software providers and other entities required to submit data.   Support from MI is available for:

• Specifications and technical data that are needed to meet the MPDR's reporting requirements.

• Questions concerning interpretations of technical and compliance matters.

MI will consult with MPDR staff regarding interpretation of regulations and other matters as necessary.   The authority for final decisions, including interpretation of regulations, rests with the Montana Board of Pharmacy.

ASAP 4.1: Data Elements Required by the MPDR

To improve data integrity and to reduce the possibility of data rejection, software providers are encouraged to incorporate validations based upon ASAP documented data element descriptions and based upon the descriptions in the notes columns in the following pages. For example, it is helpful to validate that:

• Alphanumeric characters are numerals for data elements that have only numeric codes or formats as possibilities (e.g., the Relationship to Patient data element code possibilities are only composed of numerals, and an NCPDP number or an NDC number has only numerals);

• Data entry does not exceed the ASAP 4.1 maximum permissible data element widths;

• When a finite list of codes is specified for a particular data element (also taking into account that the MPDR accepts fewer codes than ASAP for some data elements), that only one of those codes is inserted.

Definitions of terms appearing in the Notes column:

- "Required by MT" means that this information is required to be reported to the MPDR.   This may require software vendors to modify their systems to include a specific data element.

- "When available" means that the MPDR does not require software vendors to modify their systems to include a specific data element; however, it should be sent if the field exists in their software.

- "Not used in MT" means that the data element not required to be reported to the MPDR.   Software vendors do not need to modify their systems to exclude this data element and can include it in the file if the field exists in their software.

Table of Data Elements

For details and examples please consult the *Implementation Guide ASAP Standard for Prescription Monitoring Programs, Version 4 Release 1*.   This document is available from American Society for Automation in Pharmacy; www.asapnet.org or phone (610) 825‑7783.

This is a character-delimited format.

Data may be sent in any data element listed below; however, do not send any additional data or use any additional data elements not included as this will cause a rejection and/or an error when attempting to upload information into the MPDR.

The third byte in the TH segment is used by example to indicate the data element separator.   To avoid data corruption, be careful to **NOT** use a character that could possibly be typed in by a data entry person.

ASAP 4.1 – MONTANA REQUIREMENTS			
REF	**DATA ELEMENT NAME**	**REQUIRED FIELDS INDICATOR**	**NOTES**
HEADER SEGMENTS			
Transaction Set Header			
TH01	(ASAP) Version/Release Number	Required	4.1
TH02	Transaction Set Control Number	Required	File name assigned by the sender

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
TH03	Transaction Type	Required by MT	01 = Send/Request Transaction 02 = Acknowledgement (used in Response only) 03 = Error Receiving (used in Response only) 04 = Void (used to void an entire batch file that has been submitted). The TH02 value must match the original submission.
TH04	Response ID		Used in response transaction only
TH05	Creation Date	Required	
TH06	Creation Time	Required	
TH07	File Type	Required	P = Production File T = Test File
TH08	Routing Number		
TH09	Segment Terminator Character	Required	Carriage Return (no line feed) is preferred. Backslash (\) is preferred.
Information Source			
IS01	Unique Information Source ID	Required	Unique ID provided by Montana Interactive upon completion of successful pharmacy registration
IS02	Information Source Entity Name	Required	
IS03	Message		
Pharmacy Header			
PHA01	National Provider Identifier (NPI)		
PHA02	NCPDP/NABP Provider ID		Seven-digit NCPDP Number
PHA03	(Pharmacy) DEA Number	Required by MT	Nine characters (two alpha characters followed by seven digits)
PHA04	Pharmacy Name		When available
PHA05	Address Information 1		
PHA06	Address Information 2		

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
PHA07	City Address		
PHA08	(Pharmacy) State Address		When available
PHA09	(Pharmacy) Zip Code Address		
PHA10	(Pharmacy) Phone Number		When available (include area code)
PHA11	Contact Name		
PHA12	Chain Site ID		

DETAIL SEGMENTS

Patient Information

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
PAT01	ID Qualifier of Issuing Jurisdiction		
PAT02	ID Qualifier		01 = Military ID 02 = State Issued ID 03 = Unique System ID 04 = Permanent Resident Card (Green Card) 05 = Passport ID 06 = Driver's License ID 07 = Social Security Number 08 = Tribal ID 09 = Other (Trading partner agreed upon ID, such as cardholder ID)
PAT03	ID of Patient		
PAT04	Additional ID Qualifier of Issuing Jurisdiction		
PAT05	Additional Patient ID Qualifier		Accepted values same as PAT02
PAT06	Additional Patient ID		
PAT07	Last Name	Required by MT	
PAT08	First Name	Required by MT	
PAT09	Middle Name		When available

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
PAT10	Name Prefix		When available
PAT11	Name Suffix		When available (e.g., Jr.)
PAT12	Address Information 1	Required by MT	
PAT13	Address Information 2		When available
PAT14	City Address	Required by MT	
PAT15	State Address	Required by MT	
PAT16	Zip Code Address	Required by MT	
PAT17	Phone Number		When available
PAT18	Date of Birth	Required by MT	
PAT19	Gender Code		When available. F = Female M = Male U = Unknown
PAT20	Species Code		Not used in MT
PAT21	Patient Location Code		01 = Home 02 = Intermediary Care 03 = Nursing Home 04 = Long-Term/Extended Care 05 = Rest Home 06 = Boarding Home 07 = Skilled-Care Facility 09 = Sub-Acute Care Facility 10 = Outpatient 11 = Hospice 98 = Unknown 99 = Other

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
PAT22	Country of Non-U.S. Resident		Only to be used when the address where the patient lives is outside of the U.S. This is a freeform text field. ASAP does not provide codes for this field.
PAT23	Name of Animal		Not used in MT
Dispensing Record			
DSP01	Reporting Status	Required by MT	00 = New Record 01 = Revise (modify entry already in the MPDR) 02 = Void (remove a prescription from the MPDR)
DSP02	Prescription Number	Required	
DSP03	Date Written	Required	
DSP04	Refills Authorized	Required	
DSP05	Date Filled	Required	
DSP06	Refill Number	Required	00 = Original Prescription 01 = First Refill 02 = Second Refill, etc.
DSP07	Product ID Qualifier	Required	01 = NDC 06 = Compounded RX **(one CDI segment is required for each compound ingredient when using this code)**
DSP08	Product ID	Required	Eleven-digit NDC number For compounds: Use eleven nines. In-house assigned eleven character compound codes are permitted, provided the first five characters are nines. **Also, use the CDI segment to report all compound ingredients.**
DSP09	Quantity Dispensed	Required	Decimals NOT implied For compounds use the first quantity in CDI04
DSP10	Days Supply	Required	No decimals

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
DSP11	Drug Dosage Units Code	Required by MT	01 = Each (used to report solid dosage units or indivisible packages) 02 = Milliliters (ml) (for liters adjust to the decimal milliliter equivalent 03 = Grams (gm) (for milligrams adjust to the decimal gram equivalent)
DSP12	Transmission Form of Rx Origin Code		01 = Written Prescription 02 = Telephone Prescription 03 = Telephone Emergency Prescription 04 = Fax Prescription 05 = Electronic Prescription 99 = Other
DSP13	Partial Fill Indicator		01 = Yes, a partial fill 02 = No, not a partial fill
DSP14	Pharmacist National Provider Identifier (NPI)		When available
DSP15	Pharmacist State License Number		When available
DSP16	Classification Code for Payment Type	Required by MT	01 = Private Pay (cash, charge, credit card) 02 = Medicaid 03 = Medicare 04 = Commercial Insurance 05 = Military Installations and VA 06 = Workers' Compensation 07 = Indian Nations 99 = Other
DSP17	Date Sold		
DSP18	RxNorm Code		
DSP19	Electronic Prescription Reference Number		
Prescriber Information			

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
PRE01	National Provider Identifier (NPI)		
PRE02	Prescriber DEA Number	Required	Nine characters (two alpha characters followed by seven digits)
PRE03	DEA Number Suffix		
PRE04	Prescriber State License Number		When available
PRE05	(Prescriber) Last Name	Required by MT	
PRE06	(Prescriber) First Name	Required by MT	
PRE07	(Prescriber) Middle Name		When available
Compound Drug Ingredient Detail *(AT LEAST TWO ENTRIES REQUIRED WHEN DSP07 = 06)*			
CDI01	Compounded Drug ingredient Sequence Number	Required	
CDI02	Product ID Qualifier	Required	Must be NDC Number: Code "01"
CDI03	Compound Ingredient Product ID	Required	Eleven-digit NDC number
CDI04	Compound Ingredient Quantity	Required	Accepted values same as DSP09
CDI05	Compound Drug Dosage Units Code	Required by MT	Accepted values same as DSP11
Additional Information Reporting			
AIR01	State issuing Rx Serial Number		
AIR02	State issued Rx serial number		
AIR03	Issuing Jurisdiction (of AIR05 ID)		
AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx		Accepted values same as PAT05
AIR05	ID of Person Dropping Off or Picking Up Rx (Customer ID)		

ASAP 4.1 – MONTANA REQUIREMENTS

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
AIR06	Relationship of Person Dropping Off or Picking Up Rx		01 = Patient 02 = Parent/Legal Guardian 03 = Spouse 04 = Caregiver 99 = Other
AIR07	Last Name of Person Dropping Off or Picking up Rx		When available. Person picking up Rx if different than for whom the prescription was written
AIR08	First Name of Person Dropping Off or Picking up Rx		When available. Person picking up Rx if different than for whom the prescription was written
AIR09	Last Name or Initials of Pharmacist		
AIR10	First Name of Pharmacist		

SUMMARY SEGMENTS

Pharmacy Trailer

TP01	Detail Segment Count	Required	Number of detail segments included for the pharmacy, including the pharmacy header (PHA) and including the pharmacy trailer (TP) segments.

Transaction Set Trailer

TT01	Transaction Set Control Number	Required	Must match TH02
TT02	Segment Count	Required	Count each and every segment in the file, including the TT segment.

Appendix A: sFTP Assistance Guide

Overview

Mt.gov utilizes sFTP and public-key cryptography (for authentication) to access the MPDR file dropzone.   Users must generate a private/public key pair to authenticate as the MPDR system does not accept passwords.   Submitters reporting to the MPDR via the sFTP access method should follow the guide below.

Prerequisites

Please note: Users who are familiar with the creation and usage of private/public SSH keypairs may skip this section.

Download and install the following software:

1. PuTTYgen (Create an SSH keypair)
2. Pageant (Security and Authentication)
3. WinSCP (Transfer files to and from the file dropzone)

Once the above software has been downloaded and installed, please proceed to the next section.

Step 1: PuTTYgen - Create an SSH keypair

PuTTYgen is a key generation utility that creates private and public keypairs.

1. Open PuTTYgen.

   a. At the bottom of the window, under **Parameters**, make sure that the SSH-2 RSA option is selected, and enter **4096** in the box after Number of bits in a generated key.

   b. Select the **Generate** button.

   c. Users should move their mouse around in the blank area below the green progress bar until the key has been successfully generated.
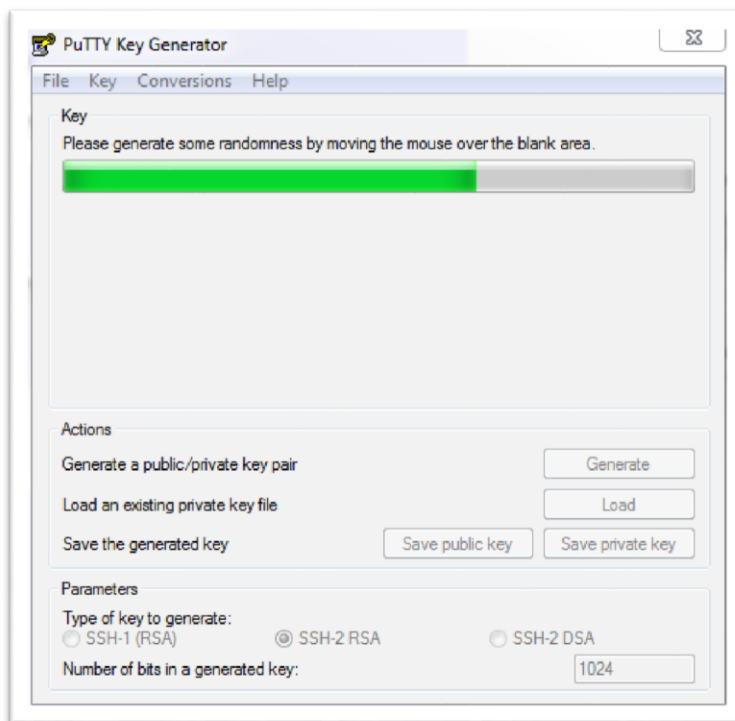
2. Once the key has been created, enter and confirm a key passphrase for the pharmacy's private key, as shown to the right. The key passphrase is used to encrypt the private key stored on the pharmacy's computer and prevents unauthorized users from utilizing a private key to access the dropzone.

    Note: The next section (Pageant) deals with managing private keys and their associated key passphrases.

3. Once the key passphrase has been entered and confirmed, select **Save private key.**

    a. Store the private key in a folder on the pharmacy's computer that is only available to staff who are authorized to submit data to the MPDR.

    b. Select **Save public key**, and send that file to mt.gov (see Step 3 below).

4. Close PuTTYgen, as the key generation portion of this task has been completed.

Step 2: Pageant (Security and Authentication)

Pageant is an SSH authentication agent for WinSCP. Utilize this tool to decrypt a private key using the predetermined passphrase that was established in the previous section.

1. When Pageant runs, it will put an icon of a computer wearing a hat into the user's System tray. It will then sit and do nothing, until the user loads a private key into it.

2. Right click the Pageant icon to see a menu.

    a. Select *View Keys* from this menu. The Pageant main window will appear.

    b. This window can also be accessed by double-clicking on the Pageant icon.

3. The Pageant window contains a list box. This shows the private keys Pageant is holding. When Pageant is started, it has no keys, so the list box will be empty. After the user adds one or more keys, they will show up in the list box.

4. To add a key to Pageant, press the *Add Key* button.

    a. Pageant will bring up a file dialog labeled *Select Private Key File*.

    b. Find the desired private key file in this dialog and press *Open*.
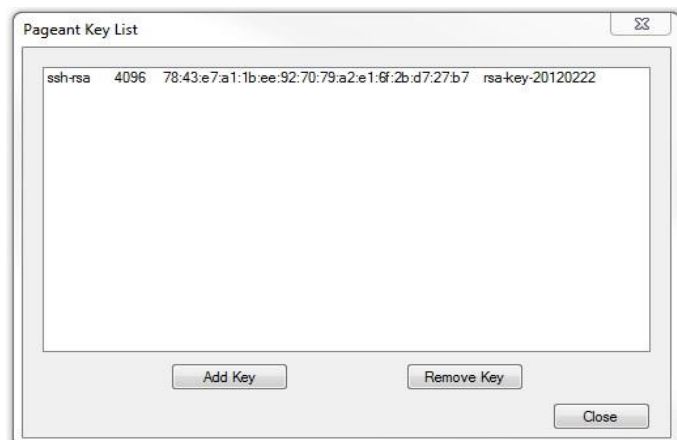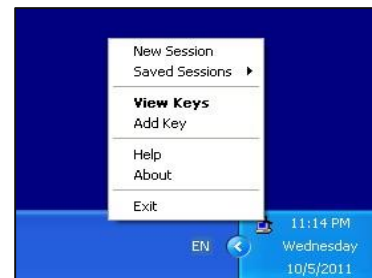
5. Pageant will now load the private key.   If the key is protected by a passphrase, Pageant will ask the user to type the passphrase.   When the key has been loaded, it will appear in the list in the Pageant window.

Step 3: Establish an sFTP connection with Montana Interactive

Send an email to Montana Interactive (MI) at PDRAssistance@egovmt.com.   The email must include the following information:

1. A request to establish an sFTP connection.

2. The requestor's contact information.

3. The Unique ID supplied by Montana Interactive when the pharmacy registered to submit prescription data.

4. The user's public key (see Step 1 above).

5. The IP addresses of all end users who will be submitting data to the MPDR using the Unique ID shown in this email.

Users will be notified by email once MI finalizes the sFTP connection.   Please allow 5 business days before placing a follow-up inquiry or request.

Step 4: WinSCP (Transfer files to and from the file dropzone)

WinSCP is the application used to transfer files between a local computer (end user), and the file dropzone (dz.mt.gov).   Users can run this application after Montana Interactive informs them that the sFTP connection has been completed (see Step 3 above).

1. Open WinSCP.   When the window opens, select the **New** button.   Enter information in the fields as follows:

   a. Host name: **dz.mt.gov**

   b. Port Number: **34410**

   c. User name**: (the username supplied to you by mt.gov)**

   d. **DO NOT ENTER INFORMATION IN ANY OF THE OTHER FIELDS.**

   Example:
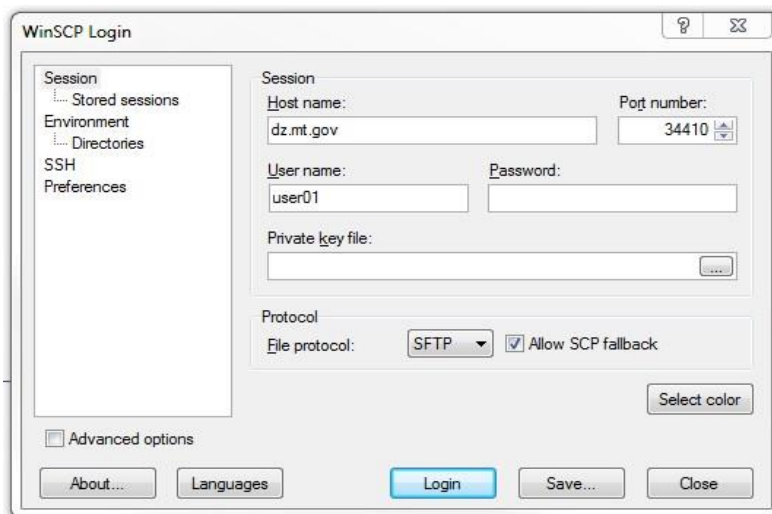
2. Once the information has been entered as instructed above, select **Save** to store this connection for future use.

    a. After saving the connection, select **Login.**

    b. WinSCP automatically detects the Pageant agent running on the user's computer, obtains the private key from the key list in Pageant, and authenticates the user with the remote server (dz.mt.gov).

3. When successfully connected, the window will look similar to this:

4. Place files in the upload directory.
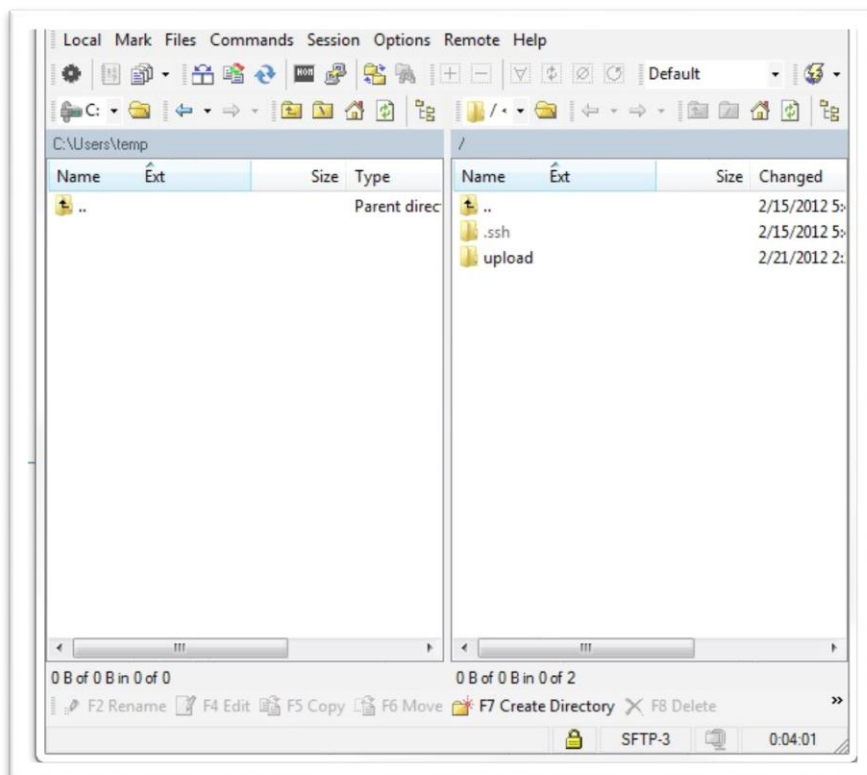
Appendix B: ePass Montana

ePass Montana is the State's online security portal.   All MPDR users must have an ePass Montana account which requires entry of a user name and password that was <u>created by the individual user</u>.

Important ePass Montana Information

- Each pharmacy staff member should have their own individual ePass Montana credentials for use with the MPDR.

- Each ePass Montana account is permanently affiliated with the pharmacy where the staff member is employed at the time the account is created.

- Users cannot add a second pharmacy to an existing ePass Montana account unless the pharmacy is affiliated with the MPDR's Unique ID for the original pharmacy.

- Users cannot change the pharmacy affiliation of their ePass Montana account.

- If a user represents more than one pharmacy and the pharmacies have different Unique IDs, the user must have separate ePass Montana accounts for each of those pharmacies.

- A pharmacy staff member who transfers employment to another pharmacy must create a different ePass Montana account for use at the new pharmacy.   Otherwise, the staff member will not be able to view MPDR information pertaining to their new employer.

Logging in to the MPDR's Data Submission Portal

1. Go to the MPDR's home page at www.mpdr.mt.gov and click the Sign In button to Upload Prescription Information.   Users will be taken to ePass Montana's main screen, which is shown to the right.

2. Most users will click "Login with ePass Montana."

   Employees of the State of Montana should log in with their State Employee Account.

3. Users with existing ePass Montana accounts should enter their User Name and Password on this screen and click "Login."

4. Users who do not have an existing ePass Montana account should click "Create an Account" and follow the instructions given below for creating new accounts.
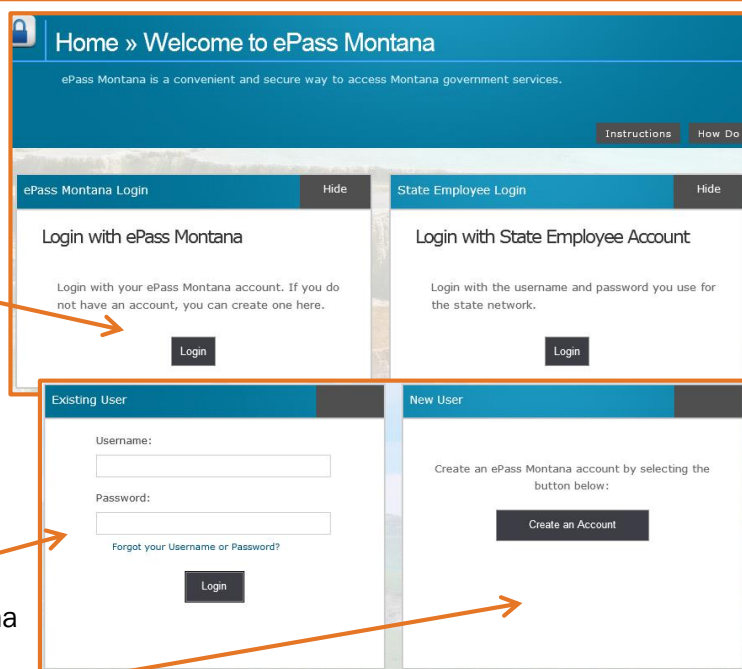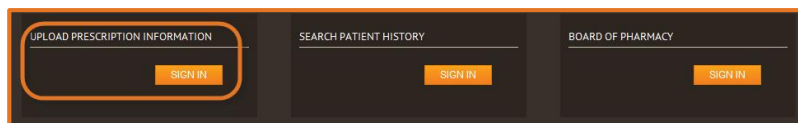
5. Once the Username and Password have been authenticated, first time users will be prompted to enter the Unique ID belonging to the pharmacy for which they will be submitting data.

   REMEMBER: Pharmacy staff who change jobs must create a new ePass Montana account and link it to the new employer by entering the new pharmacy's Unique ID on this screen.

Enter your Unique ID.

Unique ID *(required)* [   ]

[Previous] [Next]

Refer to the MPDR Reporting Guide For Pharmacies posted online at www.MPDRInfo.mt.gov for detailed instructions on using screens in the MPDR's data submission portal.

Creating a New ePass Montana Account

Selecting the "Create a New Account" option opens the following screen:

Important – About your username and password: Username must be at least 6 characters long, password must be at least 8 characters long, password must use both letters and numbers, password must be different than your username, password is case sensitive.

[Cancel] [Save Changes]

Personal Information ⓘ

*First Name:
[   ]

*Last Name:
[   ]

Daytime Phone:
[   ]

*Primary Email:
[   ]

*Verify Primary Email:
[   ]

Alternate Email:
[   ]

ePass Montana ID Details ⓘ

*Username:
[   ]

*Password:
[   ]

*Verify Password:
[   ]

*Password Hint:
[   ]

Security Info ⓘ

For your protection, these questions will help us verify your identity in the future.

*1. Security Question:
[Choose one ... ▼]
[   ]

*2. Security Question:
[Choose one ... ▼]
[   ]

*3. Security Question:
[Choose one ... ▼]
[   ]

Registered User Information ⓘ

If you have a Registered User account, please provide your Registered User login information. What is a Registered User account?

Registered User Login:
[   ]

Registered User Password:
[   ]

[Cancel] [Save Changes]

Complete the first three sections of this screen. Required fields are identified with an asterisk.

ePass Montana requires specific formats for Usernames and Passwords.   Follow the rules given at the top of the screen for these fields..

DO NOT enter anything into the "Registered User Information" section of this screen.

IMPORTANT!   Record the Username and Password in a secure location.   Forgotten Passwords can be retrieved as described below.   However, forgotten Usernames cannot be retrieved – the user will be required to create a new ePass Montana account.

Click "Save Changes" when data entry is complete. ePass Montana will display any resulting error messages at the top of the page and will highlight fields that need to be corrected.   Enter corrections and click "Save Changes" again.

Once an ePass Montana account has been created, the user will be prompted to enter their pharmacy's Unique ID, as shown in step #5 above.

Retrieving an ePass Montana Password

Go to the login screen shown here and click the link for forgotten credentials.

ePass Montana will send an email to the address associated with the ePass Montana account.   This email contains instructions for resetting a password.

If this email is not received, the user should check their spam or junk mail folders, and should ensure that their email and network security settings are not blocking messages from ePass Montana.

Existing User

Username:

Password:

Forgot your Username or Password?

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

If the email message still cannot be located, the user must create a new ePass Montana account and link it to their current email address.